



Planning & Development Department YOUR BUILDING PERMIT



Congratulations on obtaining a building permit from the Planning and Development Department. We are concerned about your life, safety and health and the value and safety of your structure. A building permit is your reassurance that your building plans, as well as the structure you build, will be inspected for minimum code safety.

Your permit is good for six months, but you may apply for a one time extension prior to the expiration of your permit. Once your project is ready for occupancy, please schedule a final inspection. A final inspection is mandatory prior to occupancy. An inspector will check for any hazards or unsafe construction to insure your family has a safe place to work and live.

A building permit with all inspection approvals may also affect the resale value of your home, as many insurance companies do not recognize structures, additions or remodeling which were installed without a permit and inspection. Many unfortunate situations have arisen where a fire starting in an addition built without a permit will negate the insurance on the entire home so protect your investment with a building permit.

WORKING TOGETHER:

Post your address on site, visible from the street, to assist the inspector in locating your construction site.

Post your permit so it is visible from the street.

- This lets your neighbors know that the construction being done by you or a licensed contractor is being checked for local code requirements.
- It is also a good reminder for you to call the Inspection Services Division for inspections as indicated on the permit.
- It helps the Building Inspector and Code Enforcement Officers identify your property.

Provide the inspector with the proper instruments to perform your requested inspection:

- Your approved plans on site.
- Ladders, flashlights, etc.
- Stake out your property lines so the Building Inspector can identify them.
- Remember to leave all work exposed until it has been inspected (and/or re-inspected) and approved.

If you have animals, make sure they are locked or chained up. The inspector will not enter an area where the animals are loose.

Estimated Time of arrival:

Due to the large numbers of inspections scheduled each day, and the distance between the various inspections, we are unable to provide you with an estimated time of arrival. However, you may call Building Safety at 602-506-3695, after 4:00 p.m., and our staff will verify that you are on the following day inspection list (Remember 2:30 p.m. is the cut off time for the following day inspection).

Re-inspection Fees.

Make sure you are ready for your inspection. If an inspector has to re-inspect your work, there will be a re-inspection fee. Further inspections will not be completed until this fee is collected.

Questions concerning your inspection:

If you have questions regarding your inspection, and would like to talk with your inspector, please leave a message on the inspector's voice-mail, he/she will return your call within 24 hours. The best time to reach the inspector is between 7:00 and 7:30 a.m.

Please remember, we are here to assist you with any problems or questions that may arise, below is a list of phone numbers that you may find helpful.

DEPARTMENT/SERVICE	GENERAL INFORMATION	PHONE NUMBER
Inspection Services	2:30 p.m. is the cut off for the following day inspection	602-506-3692
Building Safety – Plan Reviewer	Questions concerning structure	602-506-7147
Zoning	Land use questions	602-506-3201
Environmental Services	Septic	602-506-6666
Flood Control Inspection	2:30 p.m. is the cut off time for the following day inspection	602-506-0871